Column	Field Name	Description	Max Length	Rules	Edits	Field Level
A	State Code	State Abbreviation	2	**Required** 2 character state abbreviation.	Can not be blank Valid US 2 character state code	Student
B	CDS Code	District-school code used to uniquely identify the district/school	20	**Required** This value must match the value that was loaded to the PearsonAccess website for your organization.	Can not be blank Alphanumeric(A-Z, a-z, or 0-9) Valid org as CDS code from org file	Student
C	Class Code	Class code assigned to class. Used to group students.	6	Optional*	No edits	Test Assignment
D	Class Name	Class name. Used to group a class of students.	30	**Required** Used to group students for reporting The class name must be exactly the same for all students within the class for students to be aggregated and reported together. This field is case sensitive.	Can not be blank examples: teacher or class name Enter in ALL CAPS	Test Assignment
E	Last Name	Student's last name	40	**Required**	A-Z, a-z, ., -, ' or embedded blank	Student
F	First Name	Student's first name	20	**Required**	A-Z, a-z, ., -, ' or embedded blank	Student
G	Middle Initial	Student's middle initial	1	Optional*	A-Z, a-z, or blank	Student
H	DOB	Date of Birth	8	**Required** MMDDYYYY	Can not be blank valid MMDDYYYY format	Student
I	Student ID	Student ID	20**	**Required** ****NJ schools must use the 10-digit NJ SMART state student ID**	Can not be blank A-Z, a-z, 0-9, -	Test Administration
J	Gender	Student's gender	1	**Required** M or F	Can not be blank M, F	Student
K	Grade	Student's grade level	2	**Required** 06, 07, 08, 09, 10, 11, 12 96 - Community College 97 - 2-year College 98 - 4-year College/University 99 - Other	Can not be blank Valid 2 digit number: 06-12 or 96-99	Student Test Assignment

Column	Field Name	Description	Max Length	Rules	Edits	Field Level
L	Race/Ethnicity	Student's race/ethnicity	2	**Required** 01 - African American or Black (not of Hispanic origin) 02 - American Indian or Alaska Native 03 - Chinese 04 - Japanese 05 - Korean 06 - Vietnamese 07 - Asian Indian 08 - Laotian 09 - Cambodian 10 - Other Asian 11 - Filipino 12 - Hispanic or Latino 13 - Native Hawaiian 14 - Part Hawaiian 15 - Guamanian 16 - Samoan 17 - Tahitian 18 - Other Pacific Islander 19 - White (not of Hispanic origin) 20 - Multi-racial 21 - Declined to state	Can not be blank Valid 2 digit number 01-21	Student
M	IEP/504 Plan	Indicates if the student has an IEP or 504 plan	1	Optional* Leave blank for none. 1 - IEP 2 - 504 Plan	blank, 1, 2	Test Assignment
N	LEP	Indicates if the student is a LEP student.	1	Optional* Y if student is a LEP student, leave blank if not.	blank, Y	Test Assignment
O	Test Format	Indicates paper or on-line test taker	1	**Required** P=Paper O=Online	P, O	Test Assignment
P	Subject Code	Indicates subject to be tested by student	2	**Required** 01=Algebra I 02=Algebra II	Can not be blank Valid 2 digit number: 01 or 02	Test Assignment

Column	Field Name	Description	Max Length	Rules	Edits	Field Level
Q	Admin Code	Identifies the test administration.	10	**Required** opsprg10 - Spring 2010 Administration	Can not be blank Valid values are ftfall08, opfall08, opsprg09, and opsprg10	Test Administration
R	Customer Defined Data	This field can be used to pass through any data fields that you would like to have returned on the student data file.	20	Optional*	A-Z, a-z, 0-9, ., -, ', ;, :,|, or embedded blank	Test Assignment
S	Disability Status Code	The disability status field can be used for any student who is identified as having a disability. If more than one disability exists, select the primary disability.	2	Optional* 01 - Mental Retardation 02 - Severe Disabilities 03 - Multiple Disabilities 04 - Orthopedic Impairment 05 - Visual Impairment (including blindness) 06 - Hearing Impairment/Deaf 07 - Learning Disability 08 - Emotional Disturbance 09 - Speech/Language Impairment 10 - Other Health Impairment 11 - Deaf-Blind 12 - Autism 13 - Traumatic Brain Injury 14 - Otherwise Qualified - Handicapped under Section 504	Blank or valid 2 digit number 01 - 14	Test Administration
T	Economic Disadvantage Indicator Code	Used to identify an economic disadvantage.	2	Optional* 00 - Not identified as economically disadvantaged 01 - Eligible for free meals under the National School Lunch Program 02 - Eligible for reduced-price meals under the National School Lunch Program 99 - Other economic disadvantage	Blank, 00, 01, 02, or 99	Test Administration

Column	Field Name	Description	Max Length	Rules	Edits	Field Level
U	Title I Part A Indicator Code	Used to identify Title I Part A status.	1	Optional* 0 - Student does not currently participate in and has not previously participated in program at current campus 1 - Student attends campus with school wide program 2 - Student participates in program at targeted assistance school 3 - Student is previous participant in program at targeted assistance school (not a current participant) 4 - Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless	Blank, or valid number 0 - 4	Test Administration
V	Migrant Student Indicator Code	Indicates if student has been identified as a migrant student.	1	Optional* 0 - No 1 - Yes	Blank, 0, or 1	Test Administration
W	LEP Indicator Code	Indicates if the student has been identified as limited English proficient.	2	Optional* C - Student is currently identified as LEP (includes students with parental denials) M1 - Student has met criteria for bilingual/ESL program exit, is no longer classified as LEP, and is in his or her first year of monitoring. M2 - Student has met criteria for bilingual/ESL program exit, is no longer classified as LEP, and is in his or her second year of monitoring. 0 - All other enrolled students	Blank, C, M1, M2, or 0	Test Administration
X	Bilingual Indicator Code	Indicates if student is participating in a bilingual program	1	Optional* 0 - Student is not participating in a state-approved full bilingual program 1 - Student is participating in a state-approved full bilingual program	Blank, 0, or 1	Test Administration

Column	Field Name	Description	Max Length	Rules	Edits	Field Level
Y	ESL Indicator Code	Indicates if student is participating in an English as a Second Language program	1	Optional* 0 - Student is not participating in a state-approved English as a Second Language (ESL) program 1 - Student is participating in a state-approved English as a Second Language (ESL) program Note: For Bilingual or ESL students program information should reflect enrollment in either a Bilingual or an ESL program.	Blank, 0, or 1	Test Administration
Z	Special Ed Indicator Code	Indicates if student is participating in a special education program	1	Optional* 0 - Student is not participating in a special education program 1 - Student is participating in a special education program	Blank, 0, or 1	Test Administration
AA	Gifted/Talented Indicator Code	Indicates if student is participating in a state-approved gifted/talented program	1	Optional* 0 - No 1 - Yes	Blank, 0, or 1	Test Administration
AB	At-Risk Indicator Code	Indicates if student is designated as being at risk of dropping out of school under state-mandated academic criteria only	1	Optional* 0 - No 1 - Yes	Blank, 0, or 1	Test Administration
AC	Career and Technical Indicator Code	Indicates if student is enrolled in one or more state-approved vocational education course	1	Optional* 0 - No participation in career and technical courses 1 - Enrolled in one or more state-approved career and technical courses as an elective 2 - Participant in the district's career and technical coherent sequence of courses program 3 - Participant in the district's tech prep program	Blank, 0, 1, 2, or 3	Test Administration

ADP Pre-ID File Layout
Algebra I II Spring 2010

Column	Field Name	Description	Max Length	Rules	Edits	Field Level

Notes:

File must be comma delimited and must not include the header row.

* Fields marked as optional must still be included in the file - please leave blank if not including a value.